



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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Job Title: Senior Acquisition Officer, Intelligence Advanced Research Projects Activity

Position Number: EC026

Position Grade: GS-15

Salary Range: \$144,128.00 - \$172,500.00

Vacancy Open Period: 03/23/2021 – 04/7/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and Detailees

Division: PC/IARPA

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade as the advertised position may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)



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- Current Federal Government employees. (Current GS employees at the same grade as the advertised position may apply.)
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade as the advertised position may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

Major Duties and Responsibilities (MDRs)

- Lead the team of Contracting Officer's Representative (COR) for IARPA R&D acquisitions that includes a focus on Interagency Agreements, contracts/grants/cooperative agreements and other transactions, and oversee the internal contracts in close collaboration with the Contracts Officers (COs).
- Support IARPA's leadership, Program Managers, and COs by actively collaborating with PMs and COs to effectively define, plan and translate applied research concepts into viable acquisition work products.
- Serve as the business liaison between the CO and the contractor responsible for monitoring performance, providing designated direction, administrative oversight, clarification, and guidance with respect to the contract terms and conditions and SOW and assuring timely delivery as set forth in the contract.
- Implement IARPA acquisition policies and procedures to ensure consistency and synchronization across all programs.
- Lead IARPA's acquisitions operational and funding strategies, pricing models, and cost estimates for outsourcing and ensuring expenditures are in full compliance with all relevant laws, regulations, policies and procedures.
- Develop and execute the acquisition strategy for IARPA support requirements and ensure that programs, research offices, and IARPA senior leadership have ready access to all forms of support.
- Oversee the establishment and execution of Memorandums of Understanding and Memorandums of Agreement with IARPA Contracting Agents to facilitate the necessary assisted acquisitions that IARPA may need to execute; and ensuring professional, life cycle contracting services are available to support IARPA programs.
- Keep current the acquisition related program documents, to include the Acquisition Strategy, solicitation and source selection documents, program protection plans, and technology transition plans.
- Oversee the execution of IARPA source selection procedures and ensure fair and equitable selection of resources to execute in support of IARPA programs.
- Represent IARPA at senior-level acquisition meetings with Government and industry partners.



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- Oversee appropriate training that ensures the constantly evolving IARPA workforce understands IARPA's philosophy, processes, methods and standards for program, financial, and acquisition management that includes guidelines on a wide variety of issues such as International Traffic In Arms Regulations (ITAR) and export control, intellectual property rights, and organizational conflicts of interest.
- Lead, plan, organize, staff, and monitor specific acquisition programs to ensure they meet cost, schedule, and performance requirements throughout the life cycle and maintain accountability for accurate and credible cost, schedule, and performance reporting.
- Collaborate with Other Government Agencies and IC transition partners to ensure Interagency Agreements and intergovernmental financial transactions are approved and executed appropriately.

Mandatory Requirements

- Extensive knowledge of contracting principles and procedures sufficient to monitor and oversee a diverse range of R&D acquisitions, especially Broad Agency Announcements (BAA) and interagency agreements.
- Extensive knowledge of and experience with federal laws, rules, and regulations, including the Federal Acquisition Regulation (FAR), ITAR, and the Privacy Act, as well as matters pertaining to intellectual property rights, and federal conflicts of interest regulations.
- Demonstrated expert level experience as a Contracting Officer Representative (COR) and/or Contracting Officer's Technical Representative (COTR) over R&D contracts with increasing complexity.
- Current or prior (within the last two years) Credentialed Program Manager, COR or COTR level 3 or higher as defined by the Defense Acquisition Workforce Improvement Act (DAWIA), and/or Central Intelligence Agency standards, or equivalent.
- Excellent oral and written communication skills that display an ability to tailor explanations and presentations to a variety of audiences.
- Demonstrated expert leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance, and support personal and professional development of all levels of personnel.
- Presently hold a TS/SCI Clearance with polygraph.

Desired Requirements

- Experience with Research & Development (R&D) acquisitions that includes grants, cooperative agreements and other transactions.
- Familiarity with the BCR process within ODNI and/or CIA and budget and spend planning.
- Credentialed Program Manager, Contracts Officer/KO, COR or COTR to level 4 or higher as defined by DAWIA, and/or Central Intelligence Agency standards, or equivalent.
- Superior knowledge of the Intelligence Community (IC), mission, objectives, policies, and authorities; especially those related to R&D efforts.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:



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- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).*

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: applications should be sent to either DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system). Applicants experiencing technical issues should contact the HR POC for guidance. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:



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APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment Team B; Phone: 301-243-1318

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**